

3/7/02

RECRUITMENT PROCESS

- 1.a. Committee develops position description and establishes salary range
 - Duties and responsibilities
 - Qualifications
- b. Committee develops selection criteria
- c. Board obtains governor's approval to establish and fill the position
- 2.a. Committee develops and places recruitment advertisements
 - Locally and nationally
 - Internet
- b. Board procures an executive search firm (local and national)
- c. Committee conducts an informal search for local qualified candidates
3. Committee screens resumes for minimum qualifications.
Committee screens resumes for interview.
4. Committee interviews candidates.
5. Committee reports to Board on finalist(s) for consideration.
6. Board interviews finalist(s).
7. Board makes final selection.